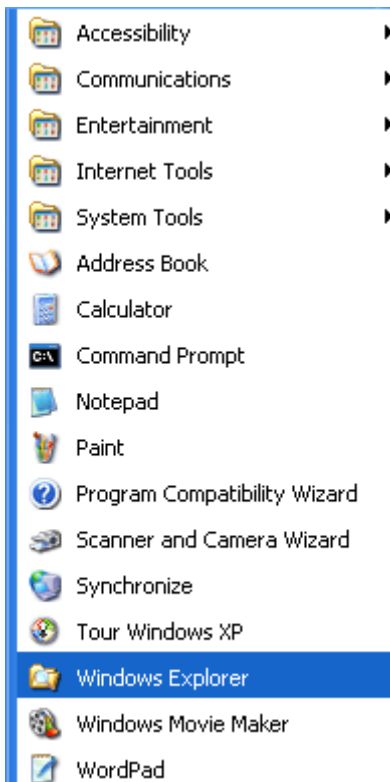# Lesson 2
The Windows Explorer

In this lesson, we'll create a new folder on the hard drive, but we'll use a tool called the Windows Explorer to do it. To bring up the Windows Explorer, do the following:

- From your Desktop, Click the **Start** button in the bottom left hand corner of your screen
- Click the green "**All Programs**" button
- From the Sub menu that pops up, click on **Accessories**
- The following sub menu appears. Click on Windows Explorer at the bottom:

Accessibility	▶
Communications	▶
Entertainment	▶
Internet Tools	▶
System Tools	▶
Address Book	
Calculator	
Command Prompt	
Notepad	
Paint	
Program Compatibility Wizard	
Scanner and Camera Wizard	
Synchronize	
Tour Windows XP	
Windows Explorer	
Windows Movie Maker	
WordPad	

The Windows Explorer is a great tool for finding your way around your hard drive. You can quickly locate files and folders, or browse for something in particular. Another quick way to bring up the Windows explorer is to do the following:

- Press the Windows key on your keyboard (The Windows key is located in the bottom left hand corner of your keyboard, in between the **Ctrl** key and the **Alt** key. If there is a gap between these two keys then you have an older keyboard, and the shortcut won't work. Sorry!)

- Once you've located the Windows key, keep it held down
- With the Windows key held down, press the letter "**e**" on your keyboard
- The Windows Explorer will appear, and should look something like the one below
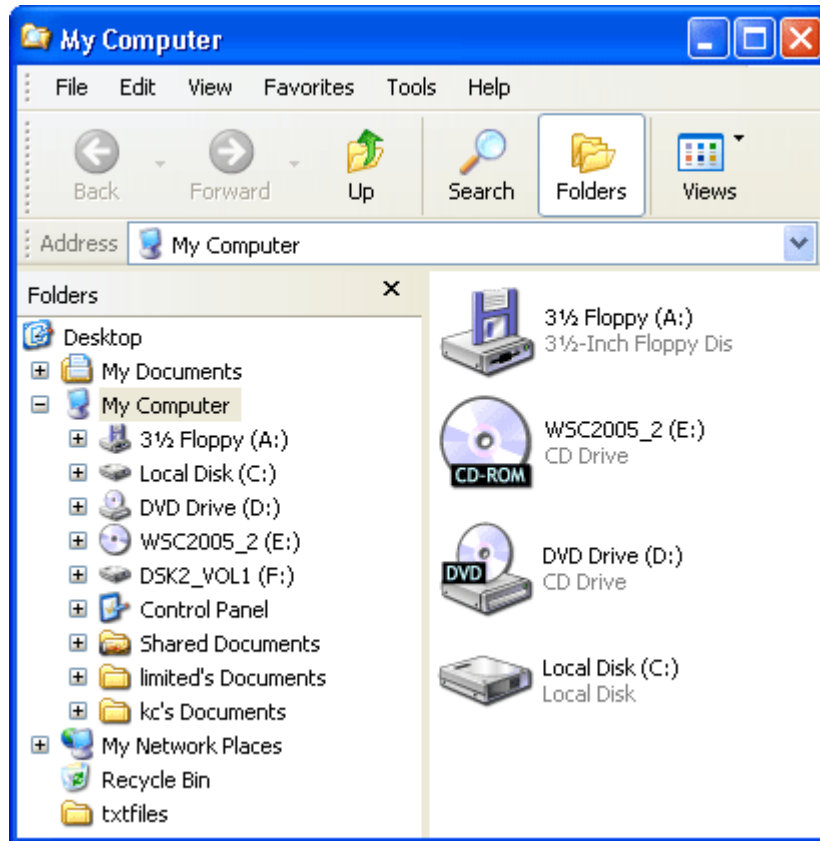
If your screen is not split in two like the one above, do this:

- On the menu bar across the top that says File, Edit, View, Go, etc, select the **View** option by clicking on the word "View" with your Left mouse button
- A menu will drop down
- Move your mouse pointer down to "**Explorer Bar**"
- From the sub menu that pops up, click the word "**Folders**" once with your Left mouse button
- Your screen should split in two like the one above

The left hand side of the Windows Explorer screen shows different areas of your computer. In the previous image, the left part of Windows Explorer starts with Desktop. Next we have My Documents, My Computer, 3 ½ floppy, the C drive, the CD Rom Drive, Control Panel and so on right down to Recycle bin as the last option.

Click on the first option, Desktop, once with your Left mouse button. This will show you all the shortcuts you have on your Desktop, including the "My Documents" shortcut we placed there earlier. But the list of shortcuts will appear on the right hand side. And that is the main idea behind the Windows Explorer - Clicking something on the left hand side will bring up a list on the right hand side.

Click on the letter C in the left hand side of your Windows Explorer. A list of all the files and folders on your hard drive will appear on the right hand side. Like the one below, but with different folder names on your computer.
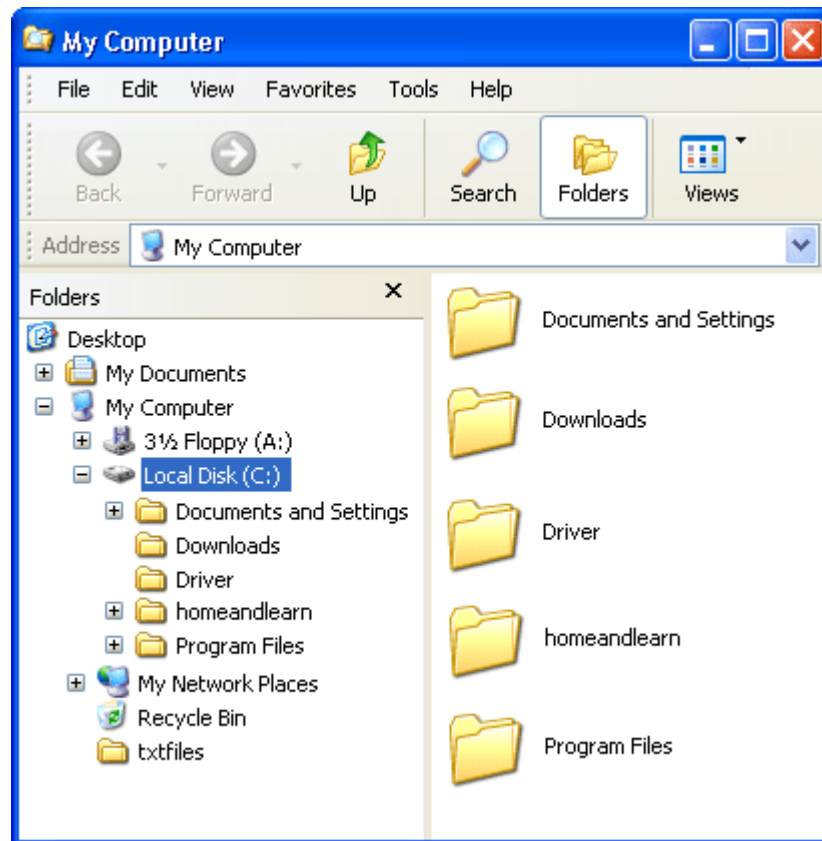
When we create a new folder, it will appear on the right hand side. But because we clicked the letter C on the left hand side, the new folder will be created in the root folder of the C drive.

The Root folder? What's that when it's at home? Well, the rectangular yellow icons on the right hand side are all folders. You can put one folder inside another. All of those folders on the right hand side, and all the single files, are inside the C Folder. The main folder on a hard drive is know as the Root Folder. This is the symbolic notation for the Root Folder on the C Drive

C:

You can see that notation in the Windows Explorer address bar. (If you can't see an address bar, on the menu bar across the top that has File, Edit, View, Go, click the View option. On the menu that drops down, move your mouse pointer to Toolbars. From the sub menu that pops up, Click the words "Address bar" once with your left mouse button.)

The Windows Explorer address bar looks like this:

Notice how the address bar says C:\. This is the root folder of your C Drive, the folder in which all of your other files and folders are placed. Watch what happens when the folder on the right hand side called "Program Files" is double clicked with the left hand mouse button. We get this:
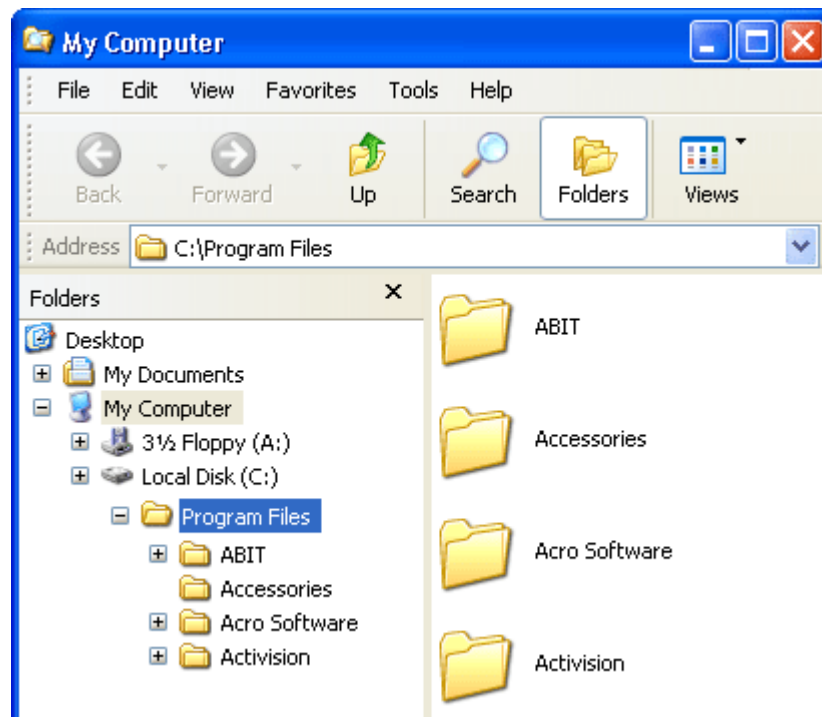
The address bar now says **C:\Program Files**. This means that there is a folder called Program Files, and this folder is on the C Drive. On the right hand side is a list of all the folders and files in the "Program Files" folder.

Now that you know how the Windows Explorer works, we'll now create our new folder.

How to Create a New Folder

Following along from the last lesson, we'll now create a new folder using the Windows Explorer. So do the following:

- Click once with your Left mouse button on the letter C in the left hand pane of the Windows Explorer
- On the menu bar across the top that has File, Edit, View, Go, Click the **File** option once with your Left mouse button
- From the menu that drops down, move your mouse pointer to **New**
- A sub menu appears
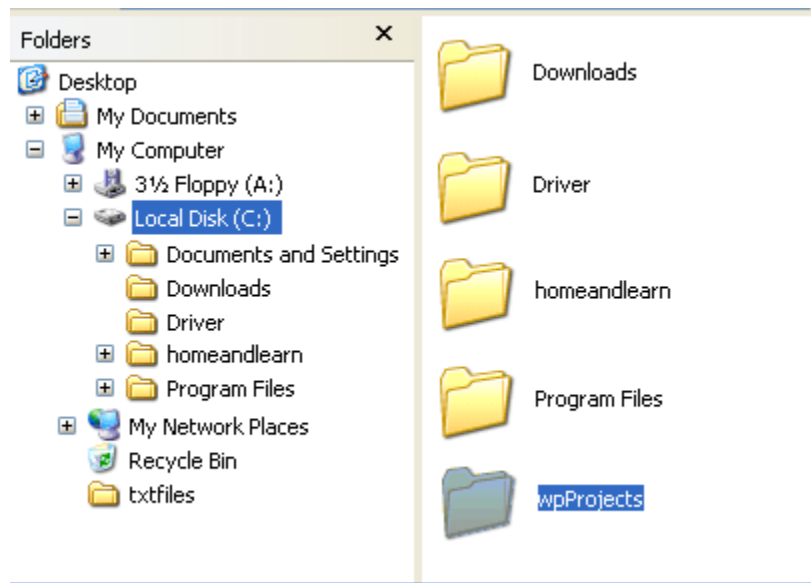- Click the word "**Folder**" once with your left Mouse button

A New folder will be created on your C Drive. The new folder will appear right at the bottom of all of your other folders and files, under the last one. So you might have to scroll across to see it. You can tell it's your new folder because it says, quite helpfully, "New Folder".

When you clicked "Folder", a new folder was created. But it appears right at the end of your list folders and files, in the right-hand pane of Windows Explorer. That's why you might need to scroll down or across in order to see it. But it will look like the one in the picture below:
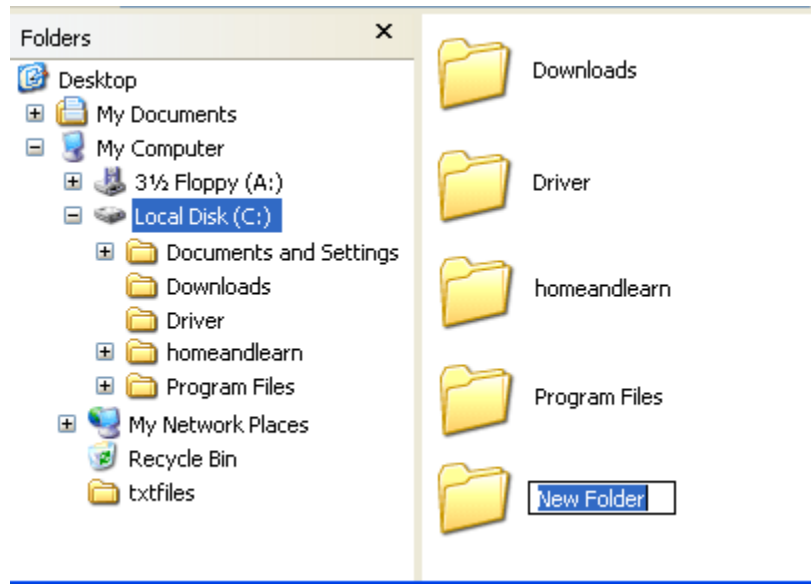
The words "New Folder" will be highlighted. It's highlighted so that you can
rename it. After all, "New Folder" is not very descriptive. So go ahead and type in
a new name for your folder. Type "wpProjects". As in the image below:

If nothing happens when you try to type a new name for your folder, do the
following:

- Click on your new folder, but click on the folder with your right hand mouse
 button
- A menu appears
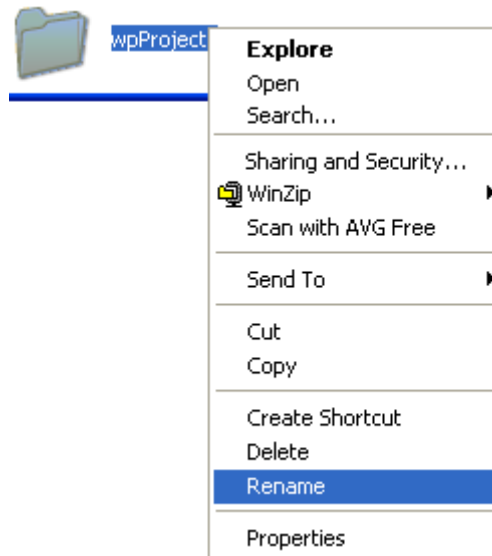
- From the menu, click once with your Left mouse button on the word **Rename**
- Type a new name for your folder

You have now created a new folder in the root folder of your C Drive. You can use this same technique to create a new folder inside any of the folders on your C Drive. If you make a mistake and decide you don't want this new folder, you can always choose the Delete options from the menu above, instead of Rename.

But one more thing to notice about the Windows Explorer. In the left hand side, you see a lot of plus signs in a square box.

Clicking one of these plus signs will expand your selection. The image on the left below shows a plus sign before it is clicked, and on the right afterwards.
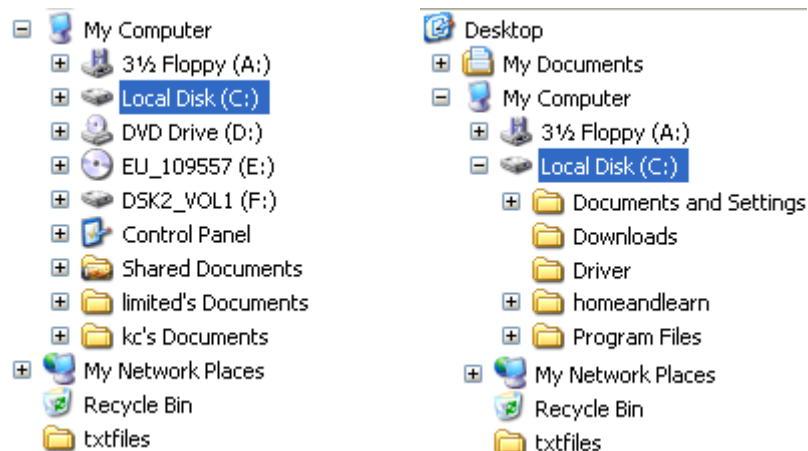
The plus sign turns into a minus sign. But the plus sign indicates that there are more folders inside the one that has the plus sign. When you click the plus sign,

it will expand to show you all the folders inside a main folder. You can click on any of these folders to see what is inside it.

As for the files inside the folders - try double clicking on one and see what happens. Don't worry: you won't do any harm!

What we're going to do now is to move that new folder we just created, and put it inside our "My Documents" folder. We'll start that in the next part.

Moving Folders on your Hard Drive

Drag and Drop Moving

The easiest way to move one folder to another folder is to use drag and drop. And the easiest way to explain drag and drop is by doing it!

To drag the new folder you created earlier and drop it inside your "My Documents" folder, do the following:

- Click on your new folder once with the left hand mouse button
- The folder will be highlighted
- Keep your left hand mouse button held down
- Move your mouse around the screen. You should see a faint outline of the folder moving with your mouse
- Now move the folder over the top of the folder called "My Documents" (Still with your Left mouse button held down!)
- The **My Documents** folder will be highlighted as well
- Once your My Documents folder is highlighted, let go of your left hand mouse button
- The new folder will disappear. It has been moved to My Documents

In the image below, a folder called "MyWPProjects" is being dragged to the **My Documents** folder on the C Drive.
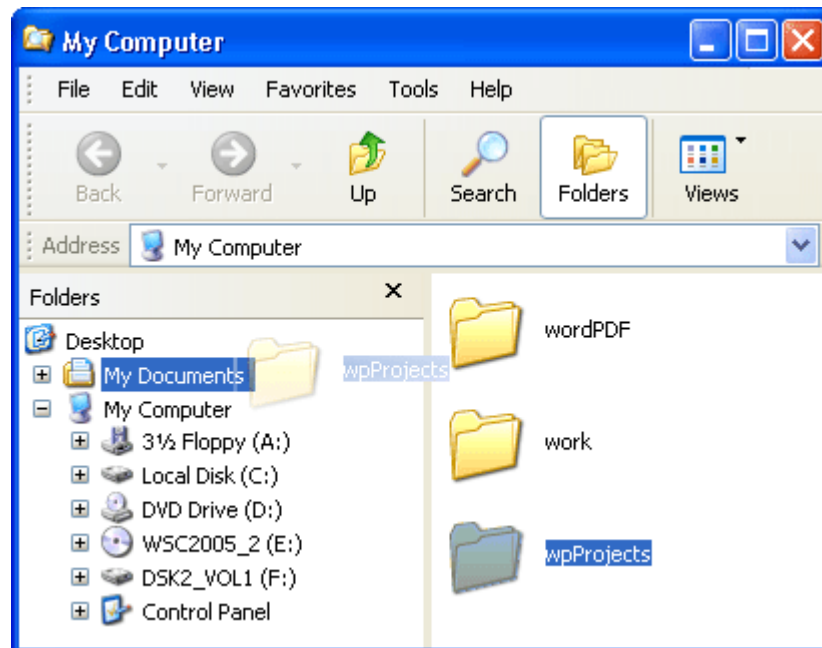
Cut and Paste Moving

If all that was a bit tricky, you can use Cut and Paste to move your folder instead.

To cut and paste one folder inside another, do the following:

- Click on the folder you want to move (One click, left hand button), in our case "My WP Projects"
- From the File, Edit, View, Go menu bar in Windows Explorer click "**Edit**"
- From the menu that drops down, click the word "**Cut**" with your Left mouse button
- The folder you selected will appear more faint
- Now, Double Click the folder you want to move your new folder in to, or select one from the list on the left hand side. In our case that's the "My Documents" folder. So Click the "My Documents" folder
- Once in the "My Documents" folder, From the File, Edit, View, Go menu bar in Windows Explorer click **Edit**
- From the menu that drops down, click **Paste**
- Your folder will be pasted from your root folder on the C drive into your My Documents folder

Instead of cutting the folder and pasting, you can just Copy the folder instead. To copy the folder instead of cutting, follow the steps outlined above, but when the menus drop down select "Copy". Then select "Paste" after you have double clicked on the My Documents folders.

Everything we've said above about folders also applies to files. In other words, you can rename a file like you did above, you can copy a file, move it with drag and drop or cut and paste, and you can even create a file with Windows Explorer. Just click on File. From the sub menu select New. You'll see a list of software packages that you can create new files for.